

Position Vacancy Announcement



U.S. Consulate General Merida

NO: 16/04

OPEN TO: **All Interested U.S. Citizen Candidates**

POSITION: 98-899000 Cancun Consular Agent position FZ-95%

OPENING DATE: March 16, 2016

CLOSING DATE: Open Until Filled

WORKING HOURS: Intermittent working schedule - **38 hours/week**

SALARY **Starting salary and position grade to be confirmed by Washington**

(Note: All ordinarily resident must have the appropriate residency permit to be eligible for consideration.)

Eligible Family Members and Members of Household must have at least one year remaining to their tour of duty to apply for this job.

The U.S. Consulate General in Merida is seeking a U.S. Citizen applicant for the Consular Agent position in Cancun, Quintana Roo.

BASIC FUNCTION OF POSITION:

The Consular Agent is responsible for providing the following:

1. Emergency services to U.S. citizens that include reporting arrests, notifying the Consulate of deaths and assisting the next-of-kin with funeral arrangements and safeguarding of personal effects, visiting and assisting injured or hospitalized persons, relaying emergency messages from family members, attempting to locate missing individuals, and assisting destitute persons.
2. Routine services including acceptance of passport and notarials.
3. Visit and report to the Consulate on the welfare and whereabouts of children who are subjects of international child custody disputes.
4. Develop a network of contacts among local officials and community members.
5. Serve as sub-cashier for the collection of consular fees.
6. Administer the daily activities of the Consular Agency, including maintenance of facilities, internet and phone service, files, and records.
7. In exceptional circumstances, provide backup assistance to the Consular Agency in Playa del Carmen or the Consular Agent on Cozumel as directed by the Merida Consular Chief or Principal Officer.

QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) 5 year resident in Cancun with authorization to work in Mexico.
- 2) At least two years of post-secondary study (college, university, vocational school, or in the U.S. Armed Forces).
- 3) At least two years' experience in managing an office and staff and customer service or two years experience in U.S. government service is required.
- 4) Be willing to work on an irregular schedule (i.e. after office hours and on weekends).
- 5) Level IV (advanced professional proficiency) spoken and written English.
- 6) Level III (general professional proficiency) spoken and written Spanish.
- 7) Skilled in using computer programs including Microsoft Word, email, and the internet.
- 8) Applicants must have or be able to obtain a valid Mexican driver's license and be available to travel within the Cancun regional area and to the U.S. Consulate in Merida.

SELECTION CRITERIA AND CONDITIONS OF EMPLOYMENT

The selected candidate must be a U.S. citizen, with 5 years already residing in Cancun, Quintana Roo, Mexico and authorization to work in Mexico (FM-3 or equivalent status). The selected candidate must live full-time in Cancun where time away from city of assignment is the exception rather than the norm. The selected candidate must demonstrate fluency in the Spanish and English languages.

Although the Consular Agent may be informally accorded "Honorary Consul" status by the Government of Mexico, the Consular Agent is not a diplomatic or consular officer of the United States. Accordingly, the Consular Agent is not entitled to the full privileges and immunities that the diplomatic or consular officers enjoy under international law.

During the first year of employment, the Consular Agent is initially appointed as an "Acting Consular Agent" pending completion of suitability and background check (3 FAM 8912.4) required for a Public Trust Certification security clearance. Required forms and procedures will be provided prior to entry on duty. After the first year of employment, limited appointments of up to three years at a time, with no limit on the number of extensions, may be requested by the supervising post and approved by the Department of State.

SUPERVISION

The Consular Agent is under the direct supervision of the U.S. Consulate in Merida, Mexico, reporting to the Consular Section Chief. The incumbent receives an annual performance evaluation rated by the Consular Section Chief and reviewed by the Principal Officer. Training, supplies, and logistical support will be provided by the U.S. Department of State and the U.S. Consulate in Merida.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security certification.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

To Apply

Interested applicants for this position **MUST SUBMIT** the following or the application **WILL NOT BE CONSIDERED**:

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources.
2. Any additional documentation that supports or addresses the qualifications listed above (e.g. transcripts, degrees, etc.)
3. No Native Spanish speakers - The following institution provides the Spanish test: Berlitz (<http://www.berlitzcancun.com>). (Valid for two (2) years).
4. No Native English speakers- **TOEIC or TOEFL** English test score is required (Valid for two (2) years). (<http://www.berlitzcancun.com>).
-The scores for Level IV (Fluent) are: (TOEFL iBT 105+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+).
-Applicants who have completed a University degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.
5. **Candidates who claim U.S. Veteran's preference must provide a copy of their form DD-214 with their application.**

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Note: Any costs for travel and test fees are the applicant's responsibility.

SUBMIT APPLICATION TO:

MeridaHR@state.gov (Please include position **98-899000 Cancun Consular Agent position FZ-95%** in subject line of e-mail.)
Please note that hard copies are not accepted.

Please check the U.S. Consulate General Merida website (<http://merida.usconsulate.gov>) or U.S. Embassy web site (www.usembassy-mexico.gov) for future vacancy announcements.

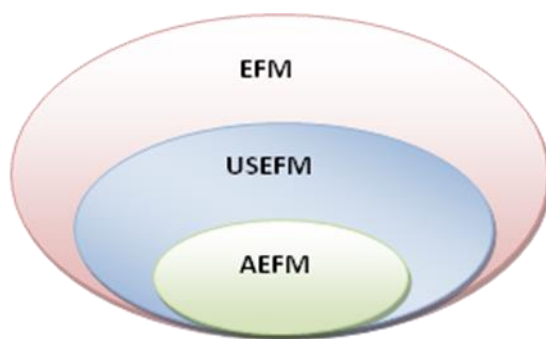
DEFINITIONS

1. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

2. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

U.S. Citizen; and,
EFM (see above) at least 18 years old; and,
Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) — An individual who:

Is not a citizen of the host country; and,
Does not ordinarily reside (OR, see below) in the host country; and,
Is not subject to host country employment and tax laws; and,
Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) — A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work

- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References